

**PROGRAM DESCRIPTIONS AND PLANS  
FOR THE  
ENVIRONMENTAL MANAGEMENT BRANCH  
FISCAL YEAR 1999-2000**

*Environmental Health Management for the New Millenium*

**October 5, 1999**

**PROGRAM DESCRIPTION**  
**ENVIRONMENTAL MANAGEMENT BRANCH**  
**DIVISION OF DRINKING WATER & ENVIRONMENTAL MANAGEMENT**

**VISION STATEMENT:**

*Creating a safer environment through advanced public health protection.*

**BRANCH FACTS:**

The Environmental Management Branch (EMB) contains the following eight environmental health programs: Institutions, Medical Waste Management, Nuclear Emergency Response, Department of Defense Cleanup, Preharvest Shellfish Protection and Marine Biotoxin Monitoring, Environmental Health Specialist Registration, Radon, and the Department's Emergency Preparedness Office. Additionally, local assistance funds are provided for monitoring and posting of beaches in selected coastal environmental health jurisdictions. The budget for EMB is \$6,319,736 that supports a staff of 46 and local assistance for beach monitoring. There are seven supervisory or management positions within EMB which represents only 15.2 percent of the staff.

**MAJOR CUSTOMERS SERVED OR REGULATED:**

The general public, state-operated institutions, shellfish growers, medical waste generators and companies providing off-site treatment, nuclear power plants, Department of Defense facilities being decommissioned, U. S. Environmental Protection Agency, the Governor's Office of Emergency Services, Department of Toxic Substances Control, Department of Fish and Game, local health and environmental health departments, and environmental health specialists.

**CONSTITUENCY GROUPS:**

California Environmental Health Association, California Conference of Directors of Environmental Health, California Conference of Local Health Officers, Pacific Coast Oyster Growers Association, Regional Emergency Operation Centers, Conference of Radiation Control Program Directors, Health Physics Society, local environmental health and health departments, local medical waste enforcement agencies, California Healthcare Association, and the California real estate industry.

**ADVISORY GROUPS:**

Registered Environmental Health Specialist Advisory Committee statutorily established in 1988.

## PROGRAM BUDGET AND POSITION AUTHORITY:

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
General Fund	\$ 940,217	10.0
Federal Funds	\$ 393,000	2.0
Special Funds	\$1,811,300	15.5
Departmental Overhead	\$ 447,561	4.0
Local Assistance Funds	\$ 960,000	0
Reimbursements	<u>\$1,831,658</u>	<u>14.5</u>
Totals	\$6,383,736	46.0

## ON-GOING OBJECTIVES:

- *Provide effective administrative operations within the Branch*
- *Assess customer expectations and build them into the services delivered.*
- *Develop and retain a happy and competent staff.*
- *Increase partnering with industry and other agencies.*

## STRATEGIC PLANNING GOALS:

- Goal 1: *In partnership with the California Conference of Directors of Environmental Health, create a unit within the Branch to provide program evaluation services and assistance in developing the efficient delivery of environmental health services through state and local agencies.*
- Goal 2: *Through a partnership with the State Water Resources Control Board conduct a pilot study of the shellfish growing waters of Morro Bay using DNA fingerprinting methods for identifying specific sources of microbial pollution.*
- Goal 3: *Provide environmental health and emergency preparedness training to staff from the Department and representatives of other state and local agencies.*
- Goal 4: *Through a partnership arrangement with state and federal agencies and the environmental health programs in the counties of Alameda, Contra Costa and San Francisco, implement a pollution prevention demonstration project to reduce solid and medical wastes and eliminate mercury in four to six hospitals.*
- Goal 5: *Coordinate the implementation of bioterrorism prevention and preparedness activities within the Department.*
- Goal 6: *Coordinate with branches of the U.S. Department of Defense, U.S. and California Environmental Protection Agencies and the Conference of Radiation Control Program Directors to demonstrate appropriate radiological remediation of former military facilities while effectuating a reduction in the cost of the property release process.*

**Fiscal Year 1999-00 Program Plans  
INSTITUTIONS PROGRAM  
ENVIRONMENTAL MANAGEMENT BRANCH**

**MISSION STATEMENT:**

*Protect and improve the health of inmates, wards, patients, the public and staff of state-operated institutions by providing environmental health surveys, inspections, consultation, training, construction plan review and other special services.*

**MAJOR CUSTOMERS SERVED:**

Inmates, wards, patients, and staff of state-operated institutions.

**SERVICES DELIVERED:**

The Institutions Program is responsible for conducting environmental health surveys and construction plan reviews of conservation camps, hospitals, youth and adult correctional facilities, fair grounds and other facilities operated by state agencies to determine compliance with health and safety laws, regulations, industry standards and safe operating practices. The program staff works with the operators of these facilities to assure safe operating conditions, provides training and offers consultative services to correct deficiencies. The staff are required to provide consultative and professional environmental health services in the areas of food preparation, housing, ergonomics, medical services, cross-connection control, noise abatement, swimming pool operations, water treatment, solid waste disposal, radon control, vector control, worker safety, hazardous materials management and medical waste management.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
Reimbursements	\$1,667,658	14.0

Interagency contracts are in place with the Department of Corrections, Department of the Youth Authority, Department of Education, California Conservation Corp, Department of Developmental Services, Department of Food and Agriculture, and Department of Mental Health for inspection, training and consultative services.

**MAJOR ACCOMPLISHMENTS:**

- Through Hazard Analysis Critical Control Point (HACCP) training and implementation assistance provided by the program to the Department of Corrections, there have been no foodborne illnesses at any of the prisons in

- nearly ten years. This is a significant accomplishment because there are approximately 480,000 meals served daily at the prisons.
- Notified state-operated institutions of a new safety requirement designed to reduce needle sticks and other sharps injuries. These regulations became effective on July 1, 1999.
- Enhanced the quality of the environmental health survey reports and the annual summary reports provided to the contracting agencies.

#### STRATEGIC PLANNING GOALS:

1. Eliminate or reduce within the state-operated institutions the occurrence of disease from environmental or human sources such as from blood borne pathogens.
2. Eliminate or reduce the possibility of food borne illnesses within the institutions through the use of Hazard Analysis Critical Control Point programs.
3. Establish and implement Pollution Prevention Programs within the state-operated institutions.
4. Reduce the amount of solid wastes that are incorrectly being disposed of as medical waste within the state-operated institutions.
5. Provide information or data that will help administrators and program managers of state-operated institutions to assure a safe and healthy environment for inmates, patients or staff.
6. Work with the state-operated institutions to establish and implement emergency preparedness programs.

#### OBJECTIVES:

1. Develop a website to provide information regarding the program.
2. Develop an educational campaign to help administrators of the state-operated institutions meet the new safety requirements established by the California Occupational Safety and Health Administration to reduce needle sticks and other sharps injuries.
3. Work with the institutions to ensure that all medical staff are using engineered protection systems to prevent needle sticks or other sharps injuries.

4. Provide tailgate-training sessions as part of the annual environmental health surveys of the institutions. These sessions are designed to assist staff of the state-operated institutions in meeting critical environmental health and safety requirements.
5. Provide information or technical bulletins designed to assist staff of state-operated institutions in meeting critical environmental health and safety requirements.

**Fiscal Year 1999-00 Program Plans  
MEDICAL WASTE MANAGEMENT PROGRAM  
ENVIRONMENTAL MANAGEMENT BRANCH**

**MISSION STATEMENT:**

*Regulate the generation, handling, and disposal of medical waste to protect the public and workers from potential infectious exposure to disease causing agents.*

**MAJOR CUSTOMERS SERVED:**

The general public; health care providers; veterinarians and animal care providers; emergency response personnel; biotechnology and laboratory workers; and medical waste generators, haulers, and treatment personnel.

**SERVICES DELIVERED:**

The Medical Waste Management Program (MWMP) provides oversight for implementation of the Medical Waste Management Act (Division 104, Part 14 California Health and Safety Code). The MWMP permits and inspects all medical waste off-site treatment facilities, medical waste transfer stations, and approves all alternative treatment technologies for use in California. Additionally, the MWMP acts as the local enforcement agency in 26 local jurisdictions that elected to have the state implement the large quantity generator inspection program within their jurisdictions.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
Special Fund	\$1,078,000	10.0

The legislation that created the MWMP specified that the program was to be totally fee supported and that the fees collected were to go into the Medical Waste Management Fund to be used to pay for the program.

**MAJOR ACCOMPLISHMENTS:**

- Worked with the Department's Occupational Health Branch and the California Occupational Health and Safety Administration to develop new standards for the use of safety needles to reduce sharps injuries.

- Participated in regional meetings with personnel from local enforcement agencies to help ensure uniform interpretation and implementation of the Medical Waste Management Act.
- Completed inspections of all inventoried generators of medical waste in the counties where the MWMP acts as the local enforcement agency.
- To protect the public's health and ensure worker safety, the MWMP took escalated enforcement actions against medical waste generators that were found to be in violation of the Medical Waste Management Act.
- Secured a federal grant from the U.S. Environmental Protection Agency and an Inter-agency Agreement with the Department of Toxic Substances Control for implementation of a Pollution Prevention Project in four to six Bay Area hospitals to reduce solid and medical wastes and eliminate mercury.
- Entered into contracts with the four largest medical waste hauling companies to have them collect the annual small quantity generator fees from their customers and remit them to the Department thereby reducing the program's billing and collection costs.

#### STRATEGIC PLANNING GOALS:

1. Audit local enforcement agencies to ensure proper and uniform implementation of the Medical Waste Management Act is taking place.
3. Implement a Pollution Prevention (P-2) Project to assist healthcare facilities in the reduction of both solid and medical wastes and the elimination of mercury.



**Fiscal Year 1999-00 Program Plans  
NUCLEAR EMERGENCY RESPONSE PROGRAM  
ENVIRONMENTAL MANAGEMENT BRANCH**

**MISSION STATEMENT:**

*Protect the health and welfare of the public and protect the environment from the consequences of a nuclear power plant accident.*

**MAJOR CUSTOMERS SERVED:**

The general public, counties, local jurisdictions, utilities, and various state agencies that would be directly or indirectly involved in a nuclear power plant accident.

**SERVICES DELIVERED:**

The Nuclear Emergency Response Program (NERP) has the lead technical role in the recovery phase of a nuclear power plant emergency. NERP ensures that its recovery plan is prepared and tested. In addition, NERP provides guidelines for local government recovery plans. NERP performs training and exercises in coordination with utilities, local governments and other state agencies. NERP is responsible for establishing protective action guidelines for recovery from nuclear power plant accidents and ensures compatibility with the recommendations of the federal Environmental Protection Agency. NERP annually prepares an information agriculture brochure for use by the public residing within a 50 mile area surrounding each of the two commercial operating nuclear power plants within California. NERP supports local government nuclear emergency planning, training, exercises, and response efforts in coordination with the Governor's Office of Emergency Services. NERP coordinates the dissemination of public health information during the recovery phase of a nuclear power plant accident.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
Special Fund	\$546,300	4.0

**MAJOR ACCOMPLISHMENTS:**

- Rewrote the NERP nuclear power plant emergency response plan to include integration with the Federal Radiological Monitoring and Assessment Center. This will provide federal resources should a nuclear power plant accident occur in California. NERP took the national lead in initiating this coordination concept through federal/state partnering. This plan is to be used during a graded exercise at the San Onofre Nuclear Generating Station during October 1999.

- NERP instituted site liaison between designated NERP staff and the utilities and local jurisdiction representatives. This has been a benefit by providing improved communications between all participating agencies.
- NERP provides annual training to local and state emergency response staff that would assist the Department in responding to a nuclear power plant incident.

#### STRATEGIC PLANNING GOALS:

1. Prepare staff and representatives from participating agencies to successfully pass the 1999 graded recovery exercise for the San Onofre Nuclear Generating Station.
2. Prepare staff and representatives from participating agencies to successfully pass a plume phase exercise for the Diablo Canyon Nuclear Power Plant.
3. Assist local counties in reception and care facilities exercises scheduled for the year 2000.

**Fiscal Year 1999-00 Program Plan  
DEPARTMENT of DEFENSE (DoD) CLEANUP PROGRAM  
ENVIRONMENTAL MANAGEMENT BRANCH**

**MISSION STATEMENT:**

*Through an interagency agreement with the Department of Toxic Substances Control (DTSC), provide radiologic guidance and approvals to ensure that property released from military control for unrestricted use meets state standards for radioactive contaminants.*

**MAJOR CUSTOMERS SERVED:**

United States Environmental Protection Agency (EPA), California Department of Toxic Substances Control, individual military bases, and all branches of the Military Service.

**SERVICES DELIVERED:**

The DoD program conducts document reviews, confirmatory surveys and provides radiological guidance for military bases slated for closure or remediation. These efforts are provided through coordination with DTSC, the lead organization for release of sites for the State of California. The program provides team members when expedited clean up requires partnering with EPA, DoD and the contractors for the military base.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding source</u>	<u>Amount of funding</u>	<u>Personnel years</u>
IA with DTSC	\$249,809	2.0

The U.S. Department of Defense through the Department of Defense/State Memorandum of Agreement (DSMOA) funds state involvement in the effort of streamlining the release of military bases for alternate uses. DTSC is the lead in receiving DSMOA funding and through an interagency agreement (IA) funds DHS for radiological expertise. DHS has no regulatory authority at federal facilities such as military bases. Without this IA, DHS would only be involved after the land had been transferred out of federal control which could result in problems for the new owner or the federal government.

**MAJOR ACCOMPLISHMENTS:**

- Release of parcels at Sacramento Army Depot for use by Packard Bell to bring

5,000 new jobs to the area. This was the first base in the country signed over for unrestricted public use.

- Release of Building 12 Alameda Naval Air Station for use by a private company building "people movers" for BART.
- The program was one of the first in the nation to implement the use of the Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) as a guidance document for the cleanup of closing military bases.
- Provided enhanced coordination for the review of remediation activities at Alameda Naval Shipyard and McClellan Air Force Base.
- Released the Fort Ord Army Base and the Presidio of San Francisco for unrestricted non-military use.
- Worked toward accelerated closure of the Long Beach and Mare Island Naval Shipyards.
- Saved the Air Force approximately \$1.3 million dollars through networking and teamwork to reduce the scope of work on closure surveys at McClellan Air Force Base.

#### STRATEGIC PLANNING GOALS:

1. Develop a standardized method for determining the need for radiologic investigation at closing military bases.
2. Develop uniform advice given to military bases regarding remediation of contamination from radioactive materials.
3. Work with the U.S. Environmental Protection Agency on coordinating the use of the U.S. Nuclear Regulatory Commission's Decommissioning and Decontamination standards for sites contaminated with products of naturally occurring radioactive materials.

**Fiscal Year 1999-00 Program Plan  
PREHARVEST SHELLFISH PROTECTION AND  
MARINE BIOTOXIN MONITORING PROGRAM  
ENVIRONMENTAL MANAGEMENT BRANCH**

**MISSION STATEMENT:**

*The Mission of the Preharvest Shellfish Protection and Marine Biotoxin Monitoring Program is to safeguard life, health, property and public welfare by regulating shellfish growing waters and commercial shellfish growers and monitoring our coastal resources for marine biotoxins.*

**MAJOR CUSTOMERS SERVED:**

Consumers of bivalve molluscan shellfish harvested in California, and commercial shellfish harvesters.

**SERVICES DELIVERED:**

The Preharvest Shellfish Protection and Marine Biotoxin Monitoring Program conducts surveys, classifies and monitors commercial shellfish growing areas in conformance with the National Shellfish Sanitation Program. The program also monitors numerous points along the California coastline for marine biotoxins in shellfish and toxigenic phytoplankton in the waters. Warnings are issued or quarantines are established as needed for recreational and commercial shellfish harvesting. The purpose of the preharvest shellfish activities is to establish sanitary requirements for shellfish growing waters and to regulate the commercial growing and harvesting of shellfish to assure that shellfish are safe for human consumption.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
General Fund	\$350,000	3.5
Interagency Agreement	<u>\$203,000</u>	<u>1.5</u>
Totals	\$553,000	5.0

An interagency agreement with the Department of Fish and Game in the amount of \$203,000 funds the monitoring and prevention of paralytic shellfish poisoning. These funds come from fishing license fees.

**MAJOR ACCOMPLISHMENTS:**

- A monthly news bulletin regarding marine biotoxins in shellfish and toxigenic phytoplankton along the California coast was developed and distributed to local

health agencies and other interested parties.

- Developed partnerships with the coastal regional water quality control boards and local technical advisory committees to develop local solutions for improving shellfish growing waters in Tomales Bay, Humboldt Bay, Morro Bay and Agua Hedionda Lagoon.
- Developed a partnership with the State Water Resources Control Board to ensure consistency in the design of water quality studies in California's shellfish growing areas.
- Participated in the investigation of a food borne illness outbreak (Norwalk-like virus) from the consumption of raw oysters originating from Tomales Bay. An ongoing study of the growing waters and pollution sources is being conducted by DHS and the San Francisco Regional Water Quality Control Board.
- Issued a quarantine notice regarding paralytic shellfish poisoning for the period of May 1 through October 31, 1999.
- Established a volunteer-based environmental monitoring program that provided early detection of a toxic algal bloom in San Diego. This early detection allowed the program to promptly focus its shellfish sampling and analysis efforts in that region to assess the impact to coastal shellfish resources.

#### STRATEGIC PLANNING GOALS:

1. Continue and enhance the partnership arrangement with the coastal regional water quality control boards and their technical advisory committees to conduct water quality surveys of shellfish growing waters in Humboldt Bay, Tomales Bay, Morro Bay and Agua Hedionda Lagoon to improve the quality of water in these shellfish growing areas. The Morro Bay study, developed in conjunction with the State Water Resources Control Board, will incorporate a pilot examination of DNA fingerprinting methods for identifying specific sources of microbial pollution.
2. In partnership with the Cooperative Extension, University of California, Davis, develop a program using the Hazard Analysis Critical Control Point (HACCP) approach for preharvest shellfish sanitation in California shellfish growing and harvesting areas.
3. Eliminate or reduce the possibility of food borne illness from the consumption of sport-harvested or commercially grown shellfish.

## OBJECTIVES:

1. Increase the number of volunteers that are participating in the Department's marine biotoxin and toxigenic phytoplankton monitoring program.
2. Expand the Department's network of contacts involving university researchers, government agencies and marine mammal stranding groups to solicit their input and assistance in coastal monitoring programs.
3. Develop an educational campaign to inform the public regarding marine biotoxins in shellfish and toxigenic phytoplankton.
4. Develop a website to provide public information regarding the program.
5. Revise the regulations governing shellfish growing waters to include a risk assessment component.

**Fiscal Year 1999-00 Program Plan  
ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION PROGRAM  
ENVIRONMENTAL MANAGEMENT BRANCH**

**MISSION STATEMENT:**

*The mission of the Environmental Health Specialist Registration Program is to safeguard life, health, property and public welfare by regulating the practice of Registered Environmental Health Specialists.*

**MAJOR CUSTOMERS SERVED:**

Registered Environmental Health Specialists, local public and environmental health departments, California Environmental Health Association, the general public, and state universities with approved environmental health programs.

**SERVICES DELIVERED:**

The Environmental Health Specialist Registration Program is responsible for assuring that persons working in the profession meet minimum educational, training and experience requirements (California Health and Safety Code, Section 106600 *et seq.*). Program staff serve as the Assistant Executive Officer for the Environmental Health Specialist Registration Committee. They provide technical assistance and consultation to the California Conference of Directors of Environmental Health, county personnel directors, the California Environmental Health Association, the National Environmental Health Science and Protection Accreditation Council, the public and other interested parties. The program assures that all individuals seeking registration as an Environmental Health Specialist meet specified education, training and experience requirements. They review and approve the curriculum of universities and colleges offering degrees in environmental health. Staff members are responsible for managing and monitoring the revenues and expenditures of the Environmental Health Specialist Registration Fund. Program representatives initiate investigations in response to complaints regarding environmental health specialists who have been accused of professional incompetence or unethical practice. Staff members recommend appropriate disciplinary actions that may include suspension or revocation of registration.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
Special Fund	\$187,000	1.5



## MAJOR ACCOMPLISHMENTS:

- Reviewed 379 applications for individuals seeking registration as an Environmental Health Specialist.
- Conducted major investigations of two environmental health specialists accused of unethical and unprofessional behavior.

## STRATEGIC PLANNING GOALS:

1. Work in partnership with the California Conference of Directors of Environmental Health and the California Environmental Health Association to evaluate the need for continuing education.

## OBJECTIVES:

1. Review established workload requirements and new initiatives to identify the resources necessary to manage the program.
2. Prepare an informational newsletter regarding the Environmental Health Specialist Registration Program.
3. Conduct investigations of unprofessional behavior or unethical practices by registered environmental health specialists.
4. Develop a website to provide public information regarding the program.

## **Fiscal Year 1999-00 Program Plan RADON PROGRAM**

### **MISSION STATEMENT:**

*Through a grant with the U.S. Environmental Protection Agency, conduct a program to determine the presence and severity of radon within California and implement strategies to advise the public and real estate industry about potential health problems from radon exposure and how to reduce or mitigate these risks.*

### **MAJOR CUSTOMERS SERVED:**

The general public, radon testers and contractors, local lung associations, real estate industry representatives, educators from areas with elevated radon levels, and building officials.

### **SERVICES DELIVERED:**

The Radon Program provides information to the public and local officials regarding radon testing and mitigation techniques. The program provides public outreach in areas known to have elevated radon levels through contracts with local lung associations. Additionally, licensing is conducted for radon industry consultants, contractors and laboratories.

### **PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
General Fund	\$177,353	0
Grant Funds	<u>\$175,126</u>	<u>0</u>
Totals	\$352,479	0

The U.S. Environmental Protection Agency (EPA) provides \$175,126 in grant funds which must be matched by the program.

### **MAJOR ACCOMPLISHMENTS:**

- Implemented an outreach program with the lung associations from Santa Barbara and Ventura Counties to educate residents about the dangers of smoking in areas of elevated radon levels. Portions of these two counties have the highest radon levels in the state.
- Completed mapping that indicates the radon potential in California.
- Conducted a radon survey of public elementary schools within California.

- Published the pamphlet entitled: “Radon in California” for distribution to the public by the Department and local health agencies.
- Maintained a “800” telephone line to facilitate requests from the public for radon information.

#### STRATEGIC PLANNING GOALS:

1. Continue to inform the public about the dangers of lung cancer from radon particularly in areas of California having elevated radon levels.
2. Work co-operatively with the Water and Air Divisions of the federal Environmental Protection Agency (EPA) and the Department’s Drinking Water Program to obtain a multimedia mitigation program for radon under the EPA proposal to set an alternative maximum contaminant level for radon in drinking water.
3. Develop a statewide residential building code for radon prevention tied to localized mapping of potentially high areas for radon.
4. Implement the National Environmental Health Association criteria for California certification of radon contractors.

**Fiscal Year 1999-00 Program Plan  
EMERGENCY PREPAREDNESS OFFICE**

**MISSION STATEMENT:**

*Ensure that the Department is prepared to respond to all public health emergencies and declared disasters involving health and/or environmental health issues by providing the necessary planning, coordination, and training required for response activities.*

**MAJOR CUSTOMERS SERVED:**

The general public, the Department's Emergency Management Executive Committee, Office of Emergency Services (OES), Emergency Medical Services Authority (EMSA), Federal Emergency Management Agency (FEMA), California Conference of Local Health Officers (CCLHO), California Conference of Directors of Environmental Health (CCDEH), and other federal, state and local agencies involved in emergency preparedness and response.

**SERVICES DELIVERED:**

The Emergency Preparedness Office (EPO), in conjunction with the Department's Emergency Management Executive Committee and OES, develops plans and ensures that Department staff receive training in the Standardized Emergency Management System (SEMS) and participate in emergency exercises. The EPO operates the Department's Emergency Coordination Center; and is responsible with EMSA for operation of the Joint Emergency Operations Center. The EEPO coordinates the Department's 24-hour duty officer program; acts as liaison to the Department and Health and Welfare Agency emergency amateur-radio stations (CARES); and acts as the Department's liaison with all state, federal and local agencies for emergency planning and response activities. The EPO serves as the Department's representative on the State Standing Committee On Terrorism.

**PROGRAM BUDGET AND POSITION AUTHORITY:**

<u>Funding Source</u>	<u>Amount of Funding</u>	<u>Personnel Years</u>
General Fund	\$447,561	4.0
Federal Grant Funds	<u>\$118,264</u>	<u>1.0</u>
Totals	\$565,825	5.0

## MAJOR ACCOMPLISHMENTS:

- Coordinated the Department's response to the *Winter Floods of 1996-97*. These activities included operating the JEOC and providing assistance to the counties involved with the evacuation of approximately 140,000 residents which was the largest evacuation in state history.
- Demonstrated the effective use of the Response Information Management System (RIMS) with OES and other agencies under actual emergency conditions created by the *Winter Floods of 1996-97*.
- Participated in the development of a five-year, \$2.8 million/year grant that was awarded to the Department for implementing bioterrorism prevention and preparedness activities.
- Participated in developing the Department's readiness for response to Y2K issues. Improved the physical assets and capabilities of the EPO to be able to respond during periods of disruption of power and other services such as might occur during the Y2K rollover period.

## STRATEGIC PLANNING GOALS:

1. Implement strategies for responding to the Y2K rollover period at the end of the year.
2. Update the Department's Emergency Response Plan and Procedures and assist the divisions with their plans.
3. Coordinate the planning and implementation of the federal bioterrorism preparedness and prevention grant.
4. Provide SEMS training to Department staff and assist local health and environmental health agencies with needed emergency preparedness training.
5. Implement the recommendations for the preparation of the Y2K rollover period and assist in the Department's business continuity preparedness.